

## **Policy on Facilities Repairs and other Projects**

WHEREAS the Facilities Committee is an essential contributor to the management of our community and its property; and

WHEREAS the experience, competence and availability of our many volunteers allow the Community Manager to be significantly more effective in caring for our facilities; and

WHEREAS proper administration of community funds demands a controlled process for procurements; and

WHEREAS management of repair and project activities requires effective communication,

THEREFORE the following policies have been adopted this 5th day of May, 2015.

### **I. Procurements costing \$100 or less**

- a) May be **authorized by the Facilities Committee chair(s)** or by committee members designated by the chair(s).
- b) May be put to a Facilities Committee vote by the chair(s) at their discretion
- c) Are to be reimbursed from the Facilities petty-cash account and recorded/reported by the Facilities Committee Treasurer.

### **II. Procurements costing more than \$100 and less than \$1,000**

- a) Must be **approved by the board**. (Only in cases of emergency may these purchase be approved after the fact.)
- b) If the purchase is **discretionary**, a recommendation to the board should be debated and voted on by the Facilities Committee. (*“Discretionary” purchases are any which are not currently necessary to preserve our facilities. That would include such items as: cosmetic repairs; additional, as opposed to replacement, equipment; and projects that might be deferred to a later date without undue jeopardy.*)
- c) Reasonable effort should be made to optimize cost-effectiveness.

### **III. Procurements costing more than \$1,000**

- a) If the purchase is **discretionary**, a recommendation to the board should be debated and voted on by the Facilities Committee. **Justification** should be the primary consideration: Does the Facilities Committee believe the benefits justify the cost? The reasoning should be included in the Committee’s recommendation to the board.

- b) The Facilities Committee may also be asked to develop a recommendation for a non-discretionary procurement. At the discretion of the chair(s), these recommendations may be debated and voted on, or simply passed to the board.
- c) The recommendation should include an **explicit scope-of-work** and, if possible, an estimated cost. The committee may suggest sources or contractors.
- d) The board must first approve a scope-of-work. At the board's discretion, approval may be either sense-of-the-board or formal vote.
- e) For procurements in excess of \$3000, the Community Manager will conduct a competition if requested by the Board. Ideally at least three bids will be sought.
- f) At the board's discretion, the board may vote to award without competition.

#### **IV. Communication**

Except in emergencies, **only the Community Manager may authorize work or give direction to any contractor**. The Community Manager may delegate authority to specific individuals or for specific tasks.

In an emergency, if the Community Manager is unavailable, a board member, a Facilities Committee chair, or those individual volunteers designated by Facilities as having specific responsibility (e.g. pools, gates) may authorize whatever is necessary to protect our property and residents. The Community Manager should be contacted as soon as possible.

When Facilities envisions a project the individual volunteer assigned to explore that project should **contact the Community Manager prior to any interaction with a potential contractor**. The Community Manager should be given an understanding of the project scope, and should guide the volunteer toward an appreciation of the requirements for successful execution. The Community Manager will determine what degree of involvement is appropriate when.

The designated Facilities chair responsible for project coordination will supervise the volunteer and insure that the necessary coordination with the Community Manager is in place.